

HOMELAND SECURITY GRANT PROGRAM

DELAWARE HOMELAND SECURITY TERRORISM PREPAREDNESS WORKING GROUP
MEETING MINUTES

MARCH 5, 2012

1. Director Jamie Turner convened the Delaware Homeland Security Terrorism Preparedness Working Group (DHSTPWG) meeting at 1:30 p.m. in the Delaware Emergency Management Agency (DEMA) Training Room. The following documents were provided to meeting participants:
 - a. Meeting Notice & Agenda
 - b. DHSTPWG Meeting Minutes from February 13, 2012
 - c. Homeland Security Grant Program Monthly Report from March 2012
 - d. Homeland Security Grant Program Grant Application Timeline
 - e. Homeland Security Grant Program Open Line Item Spreadsheet
 - f. FY2012 Homeland Security Grant Program Funding Opportunity Quick Reference Sheet
 - g. FY2012 Homeland Security Priorities
 - h. FY2012 Homeland Security Grant Program Funding Opportunity Briefing Summary
Operation Stonegarden
 - i. Federal Funding Accountability & Transparency Act Summary
 - j. Grant Program Directorate Information Bulletin Numbers 379 and 380
2. February 13, 2012 minutes were reviewed and approved. **(Motion: Mayor Carleton Carey; Second: Lt Bruce VonGoerres, Passed Unanimously)**
3. **Old Business**
 - a. **Communication Interoperability**

Interoperable Emergency Communication Grant Update – Jen Dittman briefed there is no Interoperable Emergency Communication Grant for FY2012. Project opportunities will be submitted under FY2012 SHSP. Jen Dittman met with Director Mark Grubb to identify projects for FY08-10, which can be completed prior to grant deadlines. A plan has been established and Jen and Beth will work on addressing the scope changes with FEMA.
 - b. **Subcommittee Reports**
 - 1) ***Resource Management and Asset Tracking and Personnel Identification and Accountability Subcommittee*** – (Secretary Lewis Schiliro, Chairman) – Bryant Baker, DTI, briefed work is being done to define future project costs in light of the scope reductions that have occurred. The contract period of performance for both projects has expired. Extension of the contract is not being supported by GeoDecisions. The issue related to completion of the project has been forwarded to Deputy Attorney General, Tom Ellis, for a legal review.

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- 2) ***Training and Exercise Subcommittee*** – There were no recommendations from the T & E Subcommittee. The Subcommittee is meeting on March 7, 2012.
 - 3) ***Funding Subcommittee*** – The Funding Subcommittee held a meeting on March 5, 2012. Robert Newnam acted as chair of the meeting. The FY 2012 Homeland Security Grant Program Grant Application Timeline was reviewed. Milestones outlined: Submitting FY 2012 requests to DEMA by March 19, 2012 and will determine projects to support under the FY 2012 grant at the April 2, 2012 meeting. The requirement to close the FY2007, FY 2008 and FY 2009 SHSP Grants were discussed, with requests to DEMA by March 31, 2012. There were no reallocations presented at the meeting.
 - c. **Equipment Procurement Progress (FY2007-FY2011)** – Jen Dittman briefed the Homeland Security Grant Program Monthly Report from March 2012 is the status of Disciplines' projects. She provided the group with a list of open projects that must be completed by grant deadlines. She noted that Disciplines must provide specifications for open items by March 30, 2012. If a project can't be completed by the grant deadline, funding will be turned over to the Funding Subcommittee to determine projects that can be completed by the deadlines. Eddie Walton was introduced as the Logistics Section Administrator. He asked that equipment pick-up be done in a timely manner.
4. **New Business:**
- a) **Request to Purchase AssetTrax Accessories** – A discussion was held regarding the purchase of AssetTrax Accessories. The purchase was made under the assumption that it delivered a tracking and inventory system for equipment. The concern was that RMAT/ID project delivers the same capability and should be used to support interoperability; however, the system does not provide the same capability as the RMAT and Responder ID systems
 - b) **Federal Funding Accountability & Transparency Act (FFATA)** - DEMA is responsible for ensuring that FFATA reporting is accomplished. Information about subgrantees will be available for public viewing on a federal website. LaRissa Guess is the point of contact for this requirement and requested the information be provided to her as soon as possible. A handout that summarizes the requirement was provided.
 - c) **FY 2008 and FY 2009 Performance Changes** - Jen Dittman noted that DHS has established period of performance deadlines that require an aggressive plan for completion. An open project log was provided to the disciplines; the disciplines are

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tasked to provide specifications for projects by March 31, 2012 and to identify if projects can't be completed. Funding for projects that can't be completed prior to the deadline will be turned over to the Funding Subcommittee. All FY 2007 grant funding must be spent by June 30, 2012. All FY 2008 and FY 2009 grant funding must be spent by September 30, 2012. Grant deadlines have been established as a requirement, no extensions will be given. It was noted that all projects being funded to include salaries and maintenance are subject to deadlines.

- d) **FY 2012 Homeland Security Grant Program Guidance** - Jen Dittman presented a timeline for the Grant Application Process. Major milestones include: Disciplines submitting requests by March 19, 2012. The Funding Subcommittee will submit a plan for the awarded projects to the Working Group on April 2, 2012. The Planners will finalize the Investment Justifications (IJ) by April 16, 2012 and submit the IJ to FEMA by April 4, 2012. A handout was provided detailing the timeline.
- e) **Homeland Security Advisor Comments** - Kurt Reuther presented the FY 2012 Homeland Security Priorities as strategic guidance for implementing and executing the homeland security mission of Delaware. He noted with the decline of resources the challenge is to focus efforts on issues that are critical to our state. Threat assessment drives the priorities that have been established and should be the basis for developing the FY 2012 SHSP Implementation Plan. A handout of the priorities was provided to the Working Group.
- f) **Director James E. Turner's Comments:** Director Turner noted that the Threat Hazard Identification and Risk Assessment (THIRA) is a central element of hazard mitigation planning. The Hazard Mitigation Plan now includes a Terrorism Preparedness Annex. FY2012 SHSP starts a transition where building a robust national preparedness capability based on cross-jurisdictional and readily deployable state and local assets is an emphasis. New projects that are sharable through Emergency Management Assistance Compact (EMAC) support this emphasis. FY2013 will continue in the direction of bolstering sharable capabilities and will likely be a cadre type grant. There is concern about a match being added to future grants. He welcomed Kami Beers (DMV) and Sharon Duca (Public Works).

- 5. The meeting adjourned at 2:30 p.m.

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Next Meeting - The next meeting is scheduled for April 2, 2012 at 1:30 p.m. - DEMA Training Room.



JAMES E. TURNER, III

Chairman, Delaware Homeland Security Terrorism Preparedness Working Group

Attachments: Attendance Roster

Note: All Meeting Handouts are available upon request.

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MEETING ATTENDANCE ROSTER	
Name	Agency
Voting Members	
Jamie Turner	Chairman
Monroe Hudson	Delaware State Police, LE Co-Lead
Brain Malloy	Delaware National Guard, Proxy for DNG
Carleton Carey	Delaware League of Local Governments, GA Lead
Robert Newnam	Delaware Fire School, T&E Lead
Bruce VonGoerres	Council on Police Training
Dave Carpenter	NCC Emergency Management
Absent	KC Emergency Management
George Giles	Wilmington Emergency Management, EMA Lead
Chip Stevenson	SC Emergency Management, Proxy for SEMA
Sharon Duca	City of Deover, Public Works Lead
Suzanne Raab-Long	DE Healthcare Association, HC Lead
Al Sherman	DHSS, Division of Public Health, Proxy for PH Lead
Ellen Malenfant	DNREC, HZ Lead
Dave Roberts	Public Safety Communications, PSC Lead
Dave Mick	Emergency Medical Services, EMS Lead
Sandra Ennis-Alexander	Department of Technology & Information, CS Lead
Absent	Department of Agriculture, AG Lead
Bob George	Citizen Corps, CCP Lead
Jack Anderson	Delaware Volunteer Firefighter's Association, Proxy for FS Lead
Kami Beers	Department of Motor Vehicles, DMV Lead
Working Group Members & Guests	
Kurt Reuther	Department of Safety & Homeland Security
Bryant Baker	Department of Technology & Information, RMAT/RID
Mike Chionchio	Office of the State Fire Marshal
Larry Kibler	Civil Air Patrol
Dwayne Day	DeIDOT
Joe Wessels	Delaware League of Local Governments
Robert Schoonoier	Sussex EMS

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Delaware Emergency Management Agency Staff	
Jennifer Dittman	Terrorism Preparedness Supervisor
Jim Cubbage	NIMS/IMT Coordinator
Tom Nesbella	Planner
Will Hayes	Planner
Beth Moran	Planner
LaRissa Guess	Technical Assistance Coordinator
Cindy Carney	Fiscal Section